

## **2015 GUIDELINES FOR DISPLAYS**

*“Only officially recognized boards and agencies of the Virginia Conference or agencies which currently receive funds from Virginia Annual Conference benevolence and grants are allowed to display. The purpose of a display is to promote and communicate the ministry responsibility of the organization. The purpose of displays, in general, is to communicate those ministries which the Virginia Conference, as a whole, supports.”*

*(Adopted by the Virginia Annual Conference, June 2002)*

### **WHO?**

1. Annual Conference Board or Agency
2. General Conference Board or Agency
3. Cokesbury (and, as a part of the Cokesbury display only, their approved partners)
4. Credit Union
5. Organizations that have received Conference grants (ministries that were approved at the last annual conference)
6. Organizations that are recipients of Conference benevolence (See *Mission Opportunities* for a list of organizations approved at last Annual Conference.)

### **WHAT?**

1. No ‘for profit’ sale of items at display; i.e. all proceeds must support the mission of the organization. Cokesbury is the only exception; Cokesbury will obtain a ‘license for resale’ from the City of Roanoke.
2. Should have display boards, brochures, and/or giveaways that communicate ‘the ministry responsibility of the organization.’
3. No food or beverages may be sold or given away per guidelines of the Berglund Center.
4. Signs may not be attached to poles or wall surfaces of the Berglund Center. Be sure to arrange for these within your displays.
5. The table(s) will require covering by participant. Neither draping nor skirting will be supplied by VaUMC or the Berglund Center.

### **HOW?**

1. Tables, once assigned and placed, may not be moved without permission of the display coordinator, Rev. Joanna Paysour.
2. No one may use a table designated for another group.

### **HOW MANY?**

The number of tables that can be set up in the Berglund Center is limited. The Displays Committee reserves the right to limit the number of tables available to each organization. If you have questions, contact Rev. Joanna Paysour at **540-989-3673** or [JoannaPaysour@vaumc.org](mailto:JoannaPaysour@vaumc.org).

Approved by Annual Conference Planning Committee, 12 January, 2011